



INTERNSHIP PROGRAM OPPORTUNITIES – SUMMER 2026



UNPAID INTERNSHIP OPPORTUNITIES

Application Period: April 13 – May 8, 2026

Position Classification: Temporary/ Part-Time

Internship Term: June 1 – August 21, 2026 (13 weeks)

Students must:

- Be currently enrolled in an undergraduate or graduate program in an accredited College or University.
- Submit an **official transcript** directly from the educational institution to the County prior to the interview date.
- Submit a **resume**.
- Be available for an interview with the Selection Committee.
- Be available to work 20 hours a week.
- Complete a criminal history pre-employment background screening.

To apply for any of the posted opportunities, please forward a cover letter (specifying opportunities of interest) and a resume to our **Internships Inbox** (Internships@miamidade.gov), or by clicking the link below:

[APPLY HERE](#)

Animal Services Department (ASD)

Administration Division

Administration (1 opportunity): The Animal Services Department is seeking a proactive administrative intern to work closely with the Assistant Director over Administration, supporting special projects across finance, budgeting, human resources, and general office operations. This role offers hands-on exposure to HR and finance processes, opportunities to support analysis and process improvements, and mentorship from the Assistant Director. Ideal candidates are organized, tech-savvy, and eager to learn; students in business, public administration, finance, HR, or related fields are encouraged to apply.

Community Engagement and Public Relations Division

Community Engagement (1 opportunity): The Community Engagement intern will assist the communications team with promoting the shelter's mission through digital content. Key responsibilities include brainstorming and creating engaging posts for social media platforms, capturing photos and videos of adoptable animals, and helping to schedule and monitor campaigns. The intern may also assist with writing captions, researching trends, and contributing to special projects, such as special initiatives or event promotions. This role is ideal for someone who is creative, detail-oriented, and interested in using social media marketing to make a positive impact.

Veterinary Clinic Division

Veterinary Assistant (1 opportunity): The Veterinary Assistant intern will gain hands-on experience in the shelter's medical department. Responsibilities include assisting veterinary staff with surgery preparation, cleaning and sterilizing equipment, preparing medications and vaccinations, and observing routine medical procedures. The intern will help with basic animal care tasks, such as feeding, bathing, and ensuring animals are comfortable before and after treatment. Opportunities to shadow veterinary staff will provide insights into animal health and shelter medicine practices. This role is perfect for individuals interested in a career in veterinary medicine or biology and requires attention to detail, compassion for animals, and a willingness to learn.

Communications Division

Communications and Marketing (1 opportunity): We are seeking a creative and motivated Communications and Marketing Intern to support the outreach efforts of our animal shelter. The intern will assist with developing engaging social media content, creating informative marketing materials, and supporting public relations initiatives that promote our mission of animal welfare. Key responsibilities include conducting outreach to potential adopters, monitoring and reporting on social media engagement, and assisting with the planning and execution of fundraising and community events. The ideal candidate will have strong written and verbal communication skills, a passion for animals, and a solid understanding of digital marketing and social media trends.

Human Resources Division

Human Resources (1 opportunity): We are seeking an enthusiastic and detail-oriented unpaid intern to join our Human Resources team. In this role, the intern will assist with various HR functions, including recruitment, employee onboarding, and maintaining employee records. Responsibilities will also include conducting research on HR best practices, supporting event planning for team-building activities, and helping to enhance our employee engagement initiatives. The ideal candidate will possess strong communication skills, a proactive attitude, and an eagerness to learn about the HR field.

Communications, Information and Technology Department (CITD)

Marketing/Communications Division

Communications (1 opportunity): The Communications intern will support the development of digital and written content that helps inform and engage the community around the agency's programs and initiatives. Responsibilities include assisting with social media content, graphic design, and helping develop messaging that highlights key programs, services, and outreach efforts. The intern will also contribute ideas for digital content and assist with communications projects that support program visibility and community engagement. The ideal candidate is creative, enthusiastic, and eager to learn, with an interest in Communications, Digital Media, and storytelling. We are seeking someone who enjoys sharing ideas, experimenting with content formats, and gaining hands-on experience in public communications.

Community Services Department (CSD)

Community Engagement and Outreach Division

Spanish/Creole Language Access Intern (2 opportunities): This internship supports outreach and engagement efforts by providing Spanish and Haitian Creole translation and interpretation at events, during one-on-one interactions, and through phone outreach. Interns will also gain experience in event planning, community engagement strategies, and data collection and analysis while contributing to meaningful community service. The department is seeking (1) Creole speaking and (1) Spanish speaking college student to fill these translator roles.

This role offers valuable professional development and community service hours. Ideal candidates have a background in political science and/or languages (Spanish and/or Haitian Creole) and possess strong communication, cultural competency, and interpersonal skills.

Department of Emergency Management (DEM)

Communications Division

Social Media Coordinator (1 opportunity): The Social Media Coordinator intern will assist in managing and executing the department's social media strategy to deliver timely, accurate, and engaging public safety information. Responsibilities include developing and publishing content aligned with emergency management priorities, monitoring platforms for public inquiries and misinformation, and ensuring messaging is clear, accessible, and consistent across all channels. Interns will collaborate with Public Information Officers (PIOs) and partner agencies to support real-time communications before, during, and after incidents. Ideal candidates have a background in Communications and/or Emergency Management and possess strong writing, critical thinking, and digital engagement skills.

Administration Division

Emergency Management (1 opportunity): The Emergency Management Intern supports prevention, protection, response, and recovery efforts within the Department of Emergency Management. Responsibilities include assisting with the development, review, and update of emergency plans and procedures; supporting trainings, exercises, and community outreach initiatives; conducting research and preparing reports; and providing administrative and logistical support for meetings, trainings, and activations. Interns may also assist with public education efforts and support staff during emergency responses as appropriate.

This internship offers hands-on experience in emergency management operations, planning, and preparedness. Ideal candidates have a background in Emergency Management and possess strong organizational, research, and communication skills.

Housing and Community Development (HCD)

Various Divisions

Detention Facilities Administrative Assistant (12 opportunities):

- (2) Administrative Support interns for procurement purchasing and contracting activities
- (2) Administrative Support interns for general administrative/clerical tasks
- (6) Technology, Data Analysis and/or Coding interns
- (2) Architecture, Engineering, or Construction Management Support interns

Finance Division

Finance (2 opportunities): Finance interns will provide comprehensive clerical and administrative support to the Loan Servicing & Processing unit within HCD Finance. Responsibilities include assisting with the intake, review, and processing of loan documentation; maintaining accurate records and databases; supporting file management and compliance tracking; and coordinating communications with internal staff and external stakeholders. The role also involves data entry, report preparation, scheduling, and general office support to ensure efficient loan servicing operations.

This position offers hands-on experience in financial operations, loan processing, and public sector program administration. Ideal candidates are detail-oriented, organized, and possess strong communication and analytical skills, with an interest in finance, business administration, or public administration.

Miami-Dade Corrections and Rehabilitation (MDCR)

Detention Facilities Division

Detention Facilities Administrative Assistant (7 opportunities): The Administrative Assistant interns will provide valuable support to daily operations while developing essential skills as future professionals in the criminal justice field. Interns will assist with administrative tasks, data entry, research, and program support, allowing sworn staff to focus more on critical security functions and inmate management. Additionally, interns will support compliance-related efforts, including documentation review, policy research, and assisting with reports aligned with departmental standards and oversight requirements. The ideal applicants have a background in Criminal Justice, Business Administration, Organizational Leadership or a related field.

Administrative Services Division

Program Services (4 opportunities): Program Services interns support the Program Services Bureau in coordinating programs and services for the inmate population. Responsibilities include reviewing and uploading program data into the Inmate Program Management system and assisting with tracking and maintaining accurate records. Interns work alongside Correctional Counselors and Chaplains to support program delivery and operations.

This role provides hands-on experience in rehabilitation initiatives and insight into the factors contributing to recidivism. Ideal candidates are detail-oriented, organized, and interested in

Business Administration, Criminal Justice, Theology, Social Services, or Rehabilitation programs.

Water and Sewer Department

Wastewater Collection and Transmission Line Division

Administrative Clerk (1 opportunity): This position provides administrative and financial support to the department. Responsibilities include organizing and maintaining financial records—such as invoices, payments, permits, and job orders—and assisting with data entry by accurately entering financial transactions into accounting software. The role also involves reviewing documents for completeness and accuracy prior to submission or filing.

Ideal candidates will have academic or practical experience in Accounting or Finance. Additional duties include assisting with the preparation of basic financial reports or summaries, supporting staff with document scanning, copying, and other general administrative tasks, and gaining hands-on exposure to fundamental accounting principles and departmental procedures.

How to Apply:

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